

## CHAPTER 5 Personnel Management

### Section I Introduction

#### 5-1. Scope

This chapter prescribes policies and procedures for:

- a. Use of the Armed Forces Classification Test (AFCT) for inservice testing.
- b. Career management of ARNG soldiers.
- c. Classification and reclassification in a military occupational specialty (MOS).
- d. Utilization of ARNG soldiers to include overstrength limitations.
- e. Transfers, attachments, and voluntary extended active duty.

#### 5-2. Effective management

Personnel resources must be managed effectively to successfully accomplish the ARNG's mission. By military necessity, ARNG policy is to:

- a. Utilize soldiers in positions in line with their military qualifications and personal qualities.
- b. Foster an atmosphere to motivate all soldiers to attain their full potential.

### Section II Armed Forces Classification Test (AFCT)

#### 5-3. Use of AFCT

- a. The AFCT is used to test soldiers who are MOS qualified and desire to upgrade their test scores for advancement, specialized training, or retention. The AFCT is the only test authorized to be administered to ARNG soldiers who have previously taken the ASVAB. Both tests have the same aptitude areas.
- b. The AFCT may be used when:
  - (1) The soldier requires a MOS and the most recent test scores do not meet requirements for initial award of the new MOS (AR 611-201), or
  - (2) The soldier's most recent test scores cannot be verified.
- c. Soldiers administered the AFCT for inter-state/intrastate transfer and MOS qualification must attain the minimum aptitude area score required for the MOS in the REQUEST qualifications file. Those who do not attain the minimum

required aptitude area score within 1 year of date of assignment will be transferred to a unit requiring another MOS in which they are eligible, transferred to the ING, or discharged from the State and transferred to the IRR.

- d. The AFCT is not used to test or retest NPS or PS applicants for enlistment into the ARNG or for soldiers awaiting Initial Active Duty for Training (IADT), except SMP cadets who enlisted with MS III or MS IV status and CAT IV HSSR who fail to graduate.

#### 5-4. AFCT administration

- a. AR 611-5 contains policy and procedures for administration of the AFCT. All personnel administering the AFCT will comply with its provisions.

- b. Each State will appoint in writing a State Test Control Officer (TCO) IAW AR 611-5, paragraph 2-1. An alternate TCO will be appointed for each State/general officer command to function in the absence of the TCO. Additional field alternate TCO's may be appointed down to the 0-5 command level when required to improve testing operations. Test examiners will be appointed in writing at battalion and armory level in accordance with AR 611-5. The AFCT may not be administered by other than officially appointed TCO, alternate TCO, or test examiner.

- c. State/general officer command TCOs will order, stock, maintain, administer, and score the AFCT. Maintenance and scoring of the AFCT will not be delegated below the State/general officer command level. Scoring keys, conversion tables, scoring worksheets and templates will be maintained by TCO, in the headquarters only. Responsibility for control of test materials will not be delegated to others, including alternate TCO and test examiners.

- d. All AFCT components are considered Army Personnel Tests and must be designed "FOR OFFICIAL USE ONLY" and secured IAW AR 611-5. The loss or possible unauthorized disclosure of the tests has Army-wide implications. No official Army Personnel Test may be copied or reproduced in any manner.

- e. The AFCT will be physically stored by the State/general officer command TCO when not required for an actual test. States will establish procedures in accordance with AR 611-5 to ship the AFCT to field alternate TCOs and test

examiners for test administration. Upon completion of the test, the test booklet(s) and answer sheet(s) will be returned to the TCO for official scoring and disposition.

f. The TCO will forward the official test results to the soldier's unit commander, custodian of the soldier's MPRJ, and State personnel officer.

#### 5-5. AFCT retesting

~~AFCT retesting will be in accordance with AR 611-5, chapter 3. If the aptitude area scores are not raised to the desired level as a result of an initial AFCT, retesting policies in AR 611-5, paragraph 3-9 apply. Commanders may not approve retests unless 6 months have elapsed since the preceding test. Request for a third retest must be approved by the State TCO as an exception to policy.~~

### Section III

#### Classification and Reclassification in MOS Code (MOSC)

#### 5-6. Introduction

This section governs award of PMOS, SMOS, AMOS, SQI, and ASI and LIC. Except when AR 611-201 is changed or updated to require higher MOS security clearance standards, previously awarded MOS will not be withdrawn solely because of changes to criteria in AR 611-201, such as formal training requirements or aptitude area scores for the MOS. Additionally, the use of DOD 1312.1-M (DOD Occupational Conversion Manual) may be used as a *guide* to help determine eligibility for award of a MOS for PS enlistees from other components.

#### 5-7. Authority to award MOS

The following may issue orders for award of an MOS when they are official custodians of the soldier's MPRJ:

- a. Training activity commanders.
- b. Commandants of Army service schools or other Armed Forces schools training soldiers for an Army MOS.
- c. Promotion authorities prescribed in chapter 6 for a specified skill and rank.

d. For skill level one only, unit commander for soldier in the Civilian Acquired Skills Program (CASP) or PS soldier qualified in a MOS.

~~e. State AGs for award of MOS 00E or 79D. This authority may not be delegated.~~

#### 5-8. Authority to redesignate MOS

a. The promotion authority generally will reclassify soldiers and award MOSC. Promotion orders will include appropriate MOSC action required by the promotion.

b. *State Adjutant General is the reclassification authority for MOS that require formal school training and for those reclassifications considered due to limiting physical profiles.*

c. MOS reclassification actions that clearly warrant consideration as an exception to policy may be submitted to Chief, NGB, ATTN: NGB-ARP-E with the following minimum supporting documentation:

(1) Statements showing why the reclassification should be approved as an exception to policy.

(2) Statements from soldier's commander, supervisor and medical officer describing soldier's performance in his or her duty position. In cases caused by disqualifying medical profiles, written evaluations will be enclosed stating whether or not the medical limitations preclude satisfactory performance in the duty MOS in a world-wide field environment.

(3) Copy of DA Form 2-1 and other extracts of MPRJ that may be appropriate. Medical record documentation will only be submitted to support reclassifications due to disqualifying medical profiles.

#### 5-9. Unit commanders' responsibility

Commanders are to qualify all soldiers as soon as possible through the best available means. Each soldier in the process of obtaining a new PMOS must be closely supervised so that MOS is awarded immediately upon qualification under AR 611-201.

#### 5-10. Award of MOS

a. PMOS may be awarded on orders upon:

(1) Qualification in any MOS (including via prior military service) in accordance with AR 611-201 or as directed by NGB.

(2) Successful completion of MOS training offered by an MOS producing service school or training activity, including US Air Force, Navy, or Marine Corps schools authorized to train Army personnel. A waiver of MOS formal school training requirements can be approved by the appropriate training center commander or school commandant. Requests with complete justification, to include required certificate(s), diploma(s), license(s), should be submitted using resident training center liaison officer assistance. AR 611-201, Chapter 2, Section II, contains the MOS specifications required to be met for initial classification, and is a commanders' *guide* for making retention and reclassification determinations.

(3) Changes to the MOS structure containing guidance on MOS conversions and reclassifications to include the implementation dates (DA Cir 611-88-1).

(4) Identification of civilian acquired skills having a direct MOS counterpart (chapter 3).

(5) Successful completion of MOS producing course if available or as a last resort an approved supervised on-the-job training program.

(6) Successful completion of reclassification training or New Equipment Transition Training (NETT).

(7) Withdrawal of PMOS.

b. Initial classification of PS soldiers will be based on the following:

(1) Review of a soldier's active duty records to help determine appropriate MOS (primary, secondary and/or additional). The records primarily involved are DA Form 2 and DA Form 2-1, SF 88, and other documents which reflect data on the soldier's occupational and military skills, quality of active duty, physical condition, and security clearance.

(2) The SQI may be retained with any MOSC to identify special qualifications of soldiers capable of filling positions requiring the SQI.

(3) In view of the mobilization need for qualified combat arms soldiers, it is extremely important that PS soldiers who possess combat MOS retain identification of these skills as primary, secondary or additional MOS. These MOS will not be deleted unless lack of qualification is clearly demonstrated.

(4) If a PS soldier's MOS cannot be awarded as primary because of the needs of the unit assigned, then that MOS will be awarded as the SMOS. If

the PS soldier was awarded a SMOS while on active duty, then that SMOS may be awarded as the SMOS or AMOS.

c. Soldiers in voluntary reclassification MOS training (except those in paragraph 5-13b below) will be reported in their current PMOS. On meeting the MOS qualifications, the soldier will be formally awarded the new MOSC as primary.

d. Soldiers completing a course of instruction under the NGB Civilian Education Licensed Practical Nurse (LPN) program may be awarded MOS 91C upon award of the State LPN license, if otherwise determined qualified.

e. MOS and SQI not available to female soldiers are identified in Table 4-1, AR 611-201.

f. Recruiters and retention NCOs.

(1) While holding PMOS 00E or 79D, another MOS in CMF 79 may be awarded only as AMOS.

(2) If reassigned from recruiting (00E) or retention (79D) duties, PMOS will be redesignated as secondary, or additional, or be withdrawn.

#### 5-11. Award of SMOS and AMOS

a. Soldiers must be qualified under AR 611-201 to be awarded SMOS or AMOS. Selection of SMOS is based on qualifications regarded as next in importance to the PMOS in which a soldier is able to perform with minimum orientation.

b. Restrictions below apply when selecting SMOS:

(1) Only one SMOS is awarded and it is not a MOS that progresses into a soldier's PMOS at SFC or below. (Example: A sergeant is an automotive repairman, PMOS 63H20. He cannot have a SMOS 63G20 because this specialty progresses to 63H at SSG. When promoted to E6, the soldier will be without a SMOS. He could have SMOS 62B [Engineer Equipment Maintenance] since this MOS and the primary do not progress into a common specialty until MSG.)

~~(2) Only State Adjutants General can award or change SMOS of soldiers with PMOS of 00Z.~~ On appointment to CSM, SMOS is awarded that is directly related to the career management field as indicated by the former PMOS. The SMOS will be used to identify the CMF qualifications for future assignments.

(3) SGMs eligible for reappointment to CSM in an active status are awarded 00Z as SMOS.

c. Recruiters and retention NCO while in their special duty assignments may be awarded one

SMOS as a result of formal training; the SMOS will not be 00E, 00R or 79D.

**5-12. Awarding military intelligence (MI) and military police (MP) criminal investigator MOS**

a. MI MOS. See AR 140-192, as modified by AR 611-201.

b. MP Criminal Investigator MOS. See AR 195-3.

**5-13. Determination and award of skill level**

A direct relationship exists between rank and skill level without regard to supervisory or nonsupervisory skills. AR 611-201 describes this relationship. A skill level identifies skills, proficiency and abilities required for successful performance in a MOS in that rank.

a. Skill level 0 (zero) is used with the MOS for which being trained to identify NPS and PS soldiers attending BCT, AIT, or other training for initial award of a PMOS, and soldiers awarded special reporting codes as prescribed in paragraph 5-13g below.

b. Except for training for award of first PMOS, soldiers may not hold a skill level for their rank other than that indicated below:

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Rank: PV1 through CPL/SPC  
Skill Level: 1

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Rank: SGT  
Skill Level: 2

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Rank: SSG  
Skill Level: 3

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Rank: SFC  
Skill Level: 4

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Rank: MSG and SGM  
Skill Level: 5

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c. Upon completion of appropriate training, PS accessions and inservice soldiers are awarded an MOS with the skill level appropriate for their rank.

d. When a soldier is promoted or reduced, the skill level is changed accordingly.

e. The skill level for SMOS and AMOS is the same as the PMOS.

f. Special reporting codes are used for both duty and primary MOS for certain soldiers (see AR 611-201, chapter 7). Skill level "0" is only used for MOS 09D, 09S, 09T and 09W. Skill levels are in accordance with paragraph c above for 00D, and 00U. Skill level "1" and "2" is used with MOS 09R as prescribed by NGR 600-100.

g. Some MOS identified in AR 611-201 are not taught at skill level "1." For example: CMF 18 and MOS 34C, 91B and 91C. However, ARNG soldiers may attend these skill level "2/3" courses in an IADT status. Requirements for the MOS may also be met under the Civilian Acquired Skills Program (CASP), or soldiers may receive an approved waiver for award of the MOS from the proponent school. In these cases, skill level "1" is awarded for PV1 through SPC soldiers and skill level "2" is awarded to SGT's.

**5-14. Special Qualification Identifiers (SQI)**

The SQI is the fifth character of the MOSC. It identifies the special qualifications of a soldier, such as parachutist "P" or linguist "L." SQI may be used with any MOS unless restricted by AR 611-201. The letter "0" will always be inserted as the fifth character of the MOSC when a soldier is not qualified for award of an SQI. See AR 600-200, paragraph 2-33, except as follows:

a. Award. The promotion authority, Commandants of Army service schools, or training activity commanders, may award SQI on orders. Only E7 and E8 may be awarded SQI "M."

b. Recording. The awarded SQI will be recorded on the DA Form 2-1.

c. Withdrawal. The promotion authority will withdraw SQI when no longer authorized by rank or with MOS.

**5-15. Additional Skill Identifier (ASI)**

The ASI is the sixth and seventh (a letter and a number) characters of the MOSC. It identifies skills acquired through functional and transition training or OJT in maintenance and operation of weapon or equipment systems or subsystems, and other training not identified by MOS or SQI. ASI is used only as authorized in AR 611-201. Zeroes will be used in the sixth and seventh characters of the MOSC when a soldier is not qualified for an ASI. See AR 600-200, paragraph 2-34, except as follows:

a. Award. The promotion authority, Commandants of Army service schools, or training activity commanders, may award ASI on orders.

b. Recording. The ASI will be recorded on the DA Form 2-1.

c. Withdraw. The promotion authority may withdraw ASI.

#### 5-16. Language indicator codes (LIC)

The eighth and ninth characters of the MOSC identifies languages listed in AR 611-6. Language identification codes may be used with any MOS. The letters "OO" will be used in the eighth and ninth characters of the MOSC when a soldier is not qualified as a linguist. See AR 600-200, paragraph 2-35, except as follows:

a. Award. The promotion authority, Commandants of Army service schools, or training activity commanders, may award language codes and issue orders.

b. Reporting. The language code will be recorded on the DA Form 2-1.

c. Withdraw. The promotion authority may withdraw language identification codes.

#### 5-17. Reclassification of MOS

An awarded MOS, especially the PMOS, normally represents an investment of time and effort by the ARNG and the soldier. In changing a PMOS, the soldier's desires will be considered; however, the overriding factors are the needs of the ARNG.

a. Mandatory reclassification. Soldiers will be notified of mandatory and involuntary reclassification actions and given reasonable time to respond in writing to the classification authority. A soldier's MOS will be withdrawn or redesignated under any of the following conditions:

(1) Disciplinary action taken under UCMJ or board action for inefficiency or misconduct under chapter 6, if they adversely affect the soldier's eligibility to perform in the MOS.

(2) Loss of qualifications that make the soldier incapable of satisfactorily performing in the MOS. Reclassification action will be requested by the unit commander. Duty performance that shows a soldier cannot effectively perform in the MOS, as determined and documented by a field grade officer, is a loss of qualifications and grounds for reclassification. Soldiers who lose MOS qualifications due to their own misconduct will be con-

sidered for discharge prior to submission of reclassification action.

(3) Mandatory MOS reclassification is not required as a result of entry into drug and/or alcohol rehabilitation, whether via self referral or by a commander through detection by biochemical testing, unless the soldier no longer meets the criteria of AR 611-201 or AR 40-501.

(4) Disqualification from the Personnel Reliability Program (PRP) if PRP is one of the requirements in AR 611-201.

(5) Lack of security clearance that prevents performing the normal duties required by the MOS in accordance with AR 611-201.

(6) Promotion, appointment, or reduction to a rank not authorized for the soldier's MOS (except for MOS in paragraph 5-13h).

(7) Direction of HQDA (memorandum of notification, etc.).

(8) Completion of training in paragraph 5-10. On successful completion of resident formal schooling or as a last resort an approved SOJT program in a new primary specialty, the old PMOS will be designated as secondary or additional provided the soldier is still qualified.

(9) Involuntarily reclassified soldiers normally retain their current PMOS and skill level until successful completion of reclassification training. Effective date for award of the new PMOS is the date of completion of training. Involuntarily reclassified soldiers who may no longer retain their current PMOS (loss of qualification or PMOS eliminated from MOS structure) are awarded a new PMOS with appropriate skill level effective the date the reclassification is approved. Soldiers awarded a new PMOS prior to reclassification training are also awarded ASI 4A to show that completion of formal training is required. Upon completion of reclassification training, ASI 4A is withdrawn.

(10) Upon promotion, award the promotion MOS as primary. The withdrawn PMOS will be awarded as the SMOS.

(11) Upon reassignment out of a recruiting (00E) or retention NCO (79D) position; award this MOS as secondary or additional, or withdraw it if soldier is no longer qualified.

(12) Upon completion of transition training from a closed MOS required by DCPC (Direct Combat Probability Code) policy guidelines.

b. Voluntary reclassification of MOS may be accomplished under any of the following conditions:

- (1) An approved request from the soldier.
- (2) Soldier transfers to another unit not authorized the current MOS.
- (3) Soldier becomes qualified in a new MOS through NETT.
- (4) Soldier completes transition training caused by DCPC reclassification guidelines.

c. Recommended changes of a soldier's MOS can be based on significant improvements in qualifications such as:

- (1) Career progression as a result of membership in the active ARNG.
- (2) Completion of a resident MOS producing school course.
- (3) Significant experience in a civilian occupational area having an MOS counterpart.
- (4) Completion of civilian trade school or apprenticeship training in a skilled occupation having an MOS counterpart.
- (5) Civilian job progression to foreman, supervisor, or an executive type position having an MOS counterpart. The duty requirements of such MOS may not exactly parallel the duties and responsibilities of a foreman, supervisor, or executive; these type jobs may cross two or more MOS areas. Particular care must be exercised in evaluating the civilian occupational skills and aligning them with an MOS.
- (6) Graduation from college or graduate school in a field having a direct MOS counterpart.

d. Examples of supporting evidence required for requesting award of MOS based on formal education or civilian occupation:

- (1) Degree, diploma, or certificate earned from a trade school, apprenticeship training, or accredited academic institution.
- (2) Trade association or journeyman license received as a result of apprenticeship or on-the-job training.
- (3) Official statements from employers concerning nature and duration of employment.
- (4) Official grade transcripts from accredited academic institutions.

#### 5-18. Physical requirements for MOS

a. The soldier's most recent physical profile serial, entered on SF 88 or DA Form 3349, will remain in effect during the period between medical

examinations. If the soldier develops a medical condition that may change the physical profile, and it affects MOS qualification, the unit commander will arrange for a medical examination to be used in possible reclassification proceedings.

b. When a soldier is given a permanent physical profile that may be disqualifying in accordance with AR 611-201, the unit commander will submit reclassification action through channels. Recommendations and statements will be submitted inclusively by the soldier, supervisor(s), unit commander and from a medical doctor. Statements will evaluate the soldier's duty performance and physical capabilities indicating the impact the permanent profile will likely have on the full range of physical demands of the MOS.

c. The Adjutant General makes the final determination of the soldier's physical ability to reasonably perform the full range of duties of the MOS in a worldwide field environment.

(1) If reclassification is directed and the soldier cannot be qualified in the new MOS in the unit, the unit commander will submit through channels a request for reassignment.

(2) Each level in the chain of command, to include the State AG, will attempt to find a position to which the soldier can be assigned. If there is no MOS and position available, to include a position outside of the geographical area, the individual concerned will either be transferred to the ING or the IRR.

(3) Soldiers transferred to the ING or IRR will be reclassified into an MOS for which they are best qualified.

#### 5-19. Orders

a. All awards or withdrawals of MOS including appropriate SQI, ASI, and LIC, are announced by publishing orders (NGR 310-10) as soon as soldiers become qualified.

b. Orders are required for all prior service enlistments, with a break in service, who are awarded MOS IAW para 5-10b.

c. Orders are not required for Category "A" MOS conversions (direct one-for-one conversions) announced by DA implementing directives or with changes to AR 611-201.

d. Orders are required for Category "B" MOS conversions (selective conversions) announced by DA implementing directives, with changes to AR

611-201 or unit reorganizations that require MOS changes. Soldiers who require reclassification training will be awarded ASI 4A on the reclassification order to indicate formal training is required.

e. Orders are sent to the State MILPO, SIB, and/or Personnel Services Center (PSC) within 10 working days.

#### Section IV Personnel Utilization

##### 5-20. Objectives

The objectives of regulating proper utilization of personnel are to:

- a. Ensure efficient use of soldiers in accomplishing the ARNG mission.
- b. Place soldiers in positions that require skills, knowledge, and abilities as shown by their MOS description and normal career progression.
- c. Provide policy that will strengthen and broaden MOS qualifications and prepare a soldier for:
  - (1) Career progression.
  - (2) Increasing responsibilities.
  - (3) Diverse assignments as much as possible.

##### 5-21. Responsibility for personnel utilization

Effective utilization of soldiers is an important responsibility of command.

a. Major intermediate commanders will:

- (1) Establish procedures to ensure efficient utilization of soldiers based on policies and procedures of this chapter.
  - (2) Within limitations on travel, reassign soldiers within their commands to provide career progression, greater responsibility, and diversity of assignment.
  - (3) Ensure all aspects of DCPC policy are implemented.
- b. Immediate commanders and supervisors will:
- (1) Assign soldiers to authorized duty positions that make best use of MOS qualification.
  - (2) Recommend classification, reclassification, or reassignment actions to the classification authority.
  - (3) Inform the soldier of the specific assigned duty position. If different from the PMOS or

SMOS, state the reasons for the assignment and of the career implications.

(4) Counsel in writing each enlisted soldier affected by DCPC. *DIR COMBAT PROB LODS*

c. Military personnel officers will:

- (1) Advise and assist unit commanders in carrying out policy.
- (2) Inform unit commanders of noncompliance with utilization policies and recommend corrective action.
- (3) Coordinate retraining and assignments to open units/positions for DCPC soldiers.

d. Soldiers will:

- (1) Maintain proficiency in all aspects of their PMOS and qualification in other awarded MOS.
- (2) Inform immediate commander of their career interests, preferred duty assignments, and training desired.

##### 5-22. Utilization controls

a. Proper utilization. The continuing proper utilization of soldiers require the constant personal attention of all commanders. A soldier is properly utilized when:

- (1) Assignment is under special instructions from the NGB or in accordance with FTS programs.
- (2) In a PMOS or career progression MOS position at the same rank or up to two ranks higher (if no soldiers are available in the proper rank for assignment). AGR soldiers require waiver from NGB-ARM to be utilized in positions two ranks higher. Utilization in one rank higher requires waiver from State AG. See NGR 600-5.

b. Authorized exceptions. Contrary to paragraph 5-22a, soldiers may be utilized under the conditions below:

- (1) In SMOS at the same or higher rank [only when paragraphs a(1) and a(2) above are not applicable.]
- (2) In a MOS substitute for the PMOS as authorized in AR 611-201, chapter 2 [only when paragraphs a(1), a(2) or b(1) above are not applicable.]
- (3) In an AMOS at the same or higher rank [only when paragraphs a(1), a(2), b(1) or b(2) above are not applicable.] Elapsed time, change of equipment functions related to the MOS, and changes in the rank, should be considered since the soldier last served in the AMOS.

(4) A corporal may be utilized in a specialist position only when no NCO vacancies are available in the current rank at same or higher skill level. See chapter 6 for lateral appointment of corporal and specialist.

(5) Soldiers SSG and below who cannot be properly utilized in authorized positions (TDA, MTOE, or RC Overstrength) may be assigned and properly utilized in a position authorized one rank lower for not longer than one year before involuntary reduction is mandatory in accordance with chapter 6. Soldiers directed to serve in a lower rank position will not be penalized through the NCO Evaluation Reporting System. Commanders will counsel soldiers being utilized under this provision regarding the specific reason for the exception to normal utilization policies.

c. Limitations. Limitations on utilization of SFC through SGM soldiers are as follows:

(1) SFC, MSG and SGM cannot be utilized properly in a lower rank position. These soldiers are to be reassigned to positions commensurate with their ranks or involuntarily reduced to fill lower positions. As an exception, if they have been displaced by reorganization, inactivation, involuntary removal from CSM program other than for cause, or the utilization requirements of FTS soldiers, retention in a one-rank-lower position is authorized for up to one year before reduction in accordance with chapter 6. Soldiers not properly assigned will be reported for reassignment.

(2) A CSM terminated involuntarily from the CSM program under the provisions of paragraph 9-21 will be laterally appointed to SGM and if possible reassigned to a SGM vacancy.

(3) A SFC, MSG or SGM reassigned due to displacement will not displace another properly assigned soldier.

(4) Soldiers in (1) through (2) above may request: administrative reduction without prejudice to be assigned in a position vacancy; discharge from the ARNG and transfer to a USAR Control Group; transfer to the ING; assignment to a position compatible with rank in other units.

(5) Excess SFC, MSG, and SGM will be assigned to the next vacant position for which qualified, within the unit of assignment, or another unit within the geographical area.

#### 5-23. Utilization of certain designated personnel

a. Defense Language Institute (DLI) graduates. DLI graduating students will be utilized in authorized positions requiring foreign language ability.

b. First-term soldiers. Commanders will be attentive to preclude the tendency to shift first term soldiers out of positions requiring their PMOS.

#### c. CSM Positions

When a CSM position is vacant and no CSM nominee or CSM board selectee is available, a MSG or SGM may be detailed or attached to perform the duties pending assignment of a CSM.

#### d. First Sergeant positions.

(1) Commanders will establish procedures for giving priority to utilizing MSG soldiers in First Sergeant positions. First Sergeant vacancies will be filled before staff position assignments are made.

(2) Normally, soldiers assigned and utilized in First Sergeant positions have the MOS of the duty position; however, MSG may be utilized in First Sergeant jobs outside of their career management field if:

(a) They are recommended and are qualified for SQI "M."

(b) No qualified soldiers with proper MOS and rank are available to fill the vacancy.

e. Noncommissioned Officer Logistics Program (NCOLP) members should be assigned to key logistics positions to ensure retention and continued development within the logistics system. The ARNG will manage this program under the provisions of AR 614-200, chapter 7.

f. Soldiers selected for promotion by a promotion board may be utilized as much as possible in the proper position vacancy, and in advance of their promotion. However, *frocking* is not authorized.

### Section V

#### RC Overstrength

#### 5-24. Policy

a. The overstrength policy is not a precept for every eligible unit, but is an additional command strength management vehicle to assist in achieving mobilization readiness. The goal is to ensure units are fully manned with properly trained and qualified soldiers and can deploy with 100 percent of



wartime required strength. Commanders electing to use overstrength will develop a manning document that creates overstrength positions (over and above the unit's MTOE/TDA wartime required strength.) Positions are identified by rank, MOSC and title. The manning document should delineate the units' MTOE structure, considering the mission, budget, equipment, facilities, and management capabilities of the unit. It will be forwarded in the format prescribed by the approving LTC command level. The manning document and future updates will be provided to the State SIB. Commanders will routinely review overstrength positions to ensure that the enlisted rank and MOS distribution properly meet unit mobilization requirements.

b. This policy does not apply to AGR positions. Soldiers will not be double slotted in a position filled by an AGR soldier.

c. Paid drill positions in the Army National Guard will be managed in accordance with these guidelines. Any supplemental instructions regarding overstrength policy will be furnished to NGB-ARP for information.

d. NGB overstrength policy must be monitored closely. Budget, equipment, facilities, and management capability must be considered when units implement overstrength policies. Commanders at all levels should review unit strength status at least annually to ensure the enlisted rank distribution, personnel utilization and strength are both manageable and functional.

#### **5-25. Wartime Required Strength (125, 110 and 100 percent)**

a. Infantry, Armor, Field Artillery, Air Defense Artillery, Armored Cavalry, Combat Engineer, Aviation, Special Forces, Military Intelligence/CEWI, Psychological Operations, Medical, Maintenance, Transportation, Signal and Military Police units (battalion/squadron size or smaller) are authorized to recruit to 125 percent of wartime required strength in ranks of SSG and below. Station hospitals, field hospitals, combat support hospitals, mobile Army surgical hospitals (MASH), evacuation hospitals and convalescent hospital centers are considered to be battalion size or smaller. HHC, HHB, or HHT of brigades, regiments, groups and higher headquarters are not included in the 125 percent authorization. Units not authorized 125

percent overstrength may recruit to 110 percent of wartime strength in PV1-SPC to compensate for IADT personnel, and in SGT to compensate for SMP cadets. Only PV1 through SPC soldiers or SMP cadets may be carried overstrength in these units. However, certain organizations (e. g., Civil Affairs, Public Affairs, Public Information, Military History, Bands, ARNG State Headquarters and State Area Commands) may not exceed 100 percent wartime required strength. Soldiers in these units, who have not completed IADT or are in SMP, will be counted within the 100 percent wartime strength.

b. All soldiers recruited for overstrength positions have to be MOS qualified or enrolled in a MOS training program upon assignment to the unit. The soldier's MOS must be authorized by unit's MTOE/TDA.

c. As an exception to paragraph 5-25a above, all units may fill one year projected position vacancies without counting against percent overstrength authorized.

d. Overstrength conditions caused by unit reorganization or inactivation will be managed on a case-by-case basis and are excluded from the limitations of this policy for a period not to exceed one year from the date of reorganization or inactivation.

e. See paragraph 6-11 concerning promotion of soldiers who are in overstrength status.

f. See paragraph 5-27 for soldiers affected by DCPC.

### **Section VI**

#### **Assignment and Transfer**

#### **5-26. Voluntary assignment**

a. Soldiers may request assignment to ARNG units by applying to the unit of their choice.

b. Volunteers may be accepted for unit assignment provided:

(1) There is an authorized position vacancy or an excess position within the overstrength limitations.

(2) The soldier is qualified in a MOS authorized in the unit or can meet the requirements for MOS qualification per AR 611-201.

(3) There is reasonable assurance the soldier will participate satisfactorily. The applicant's geographic location, possible employment conflict,

future plans, and past relocations will be carefully considered.

(4) The soldier meets the weight standards (AR 600-9) and the medical standards for retention in an active status (chapter 3, AR 40-501). The soldier must be physically able to perform the duties of the position.

(5) The soldier's current unit of assignment agrees to release the soldier for reassignment.

#### 5-27. Assignment of female soldiers

a. Female soldiers will be assigned and utilized in accordance with ARNG Direct Combat Probability Code Policy. Female soldiers may not serve in units, positions, or MOS that would could routinely require them to participate in direct combat. The MTOE/TDA identifies the positions closed to female soldiers.

b. Soldiers transferred into an open unit may be assigned within the limitations of the RC overstrength policy and may remain in an overstrength status indefinitely or until vacant positions are available.

c. See paragraph 2-12 for transition dates and other assignment restrictions.

#### 5-28. Assignment of MSG and SGM soldiers

a. To ensure the best qualified soldiers are assigned to positions authorized MSG and SGM, each State will develop an equitable priority position fill system to accomplish the following:

(1) Ensure that at least current and projected vacant MSG and SGM positions to be filled via promotions are announced to all command levels.

(2) The announcements will describe the type of positions, titles, ranks, MOS requirements and locations.

(3) No MSG or SGM is denied a chance for promotion due to lack of information about the available of position vacancies within the State.

b. Priorities to fill a CSM position are:

\* **First**, reassignment of a current CSM.

\* **Second**, reassignment of a SGM eligible for reappointment to CSM.

\* **Third**, assignment of an individual selected for CSM in accordance with chapter 9.

c. To fill a SGM position, the priorities of fill are:

\* **First**, reassignment of another SGM with the proper MOS.

\* **Second**, reassignment of a 1SG or MSG after having been selected for promotion by a board to fill that specific vacancy.

d. To fill a MSG or 1SG position, the priorities of fill are:

\* **First**, reassignment of a 1SG or qualified MSG with the proper MOS.

\* **Second**, reassignment of a SFC after having been selected for promotion by a board against that specific vacancy.

e. For positions that can only be filled through the promotion process, candidates will not be reassigned until the board selection process has been completed and the best qualified candidate has been selected.

f. Soldiers who do not meet the maximum involuntary travel distance and time guidelines in AR 135-91, chapter 5 must waive in writing those requirements to be eligible to compete for reassignment and promotion.

#### 5-29. Denied assignments

Soldiers denied unit assignment are entitled to information about vacancies in other units near their home. If no ARNG unit vacancy is available, they should be advised to contact the USAR or another RC to obtain an assignment.

#### 5-30. Reassignment policy

a. ARNG soldiers may be transferred between ARNG units within a State or between States.

b. The transfer of soldiers between States will be accomplished via the NGB Interstate Transfer System in paragraphs 5-36 and 5-37.

c. The transfer of soldiers within the State are voluntary or involuntary and according to procedures established by the State and this chapter. Change of address transfers will be in accordance with AR 135-91, chapter 4, section IV. Transfer of soldiers who have not attended IADT will not release them from the requirement to attend training within the time frames of paragraph 4-4.

d. The transfer of soldiers between ARNG units and ANG units is prohibited. This does not include the conditional release (DD Form 368) of an ARNG soldier who is eligible to enlist in the ANG.

e. See NGR 614-1 for ING transfer policy.

**5-31. Transfers****a. PV1 through SSG:**

(1) All units. PV1 through SSG soldiers may be transferred to a unit when a position vacancy in their rank exists or they can be properly utilized in accordance with paragraph 5-22.

(2) Units authorized 100% of wartime strength. Soldiers in any rank may be transferred to a unit limited to 100% wartime strength only when a position vacancy in the applicable MTOE/TDA authorization document (required strength column) is available.

(3) Units authorized 110% overstrength. PV1 through SPC soldiers (SGT for SMP) may be transferred to a unit authorized 110% overstrength if an overstrength position vacancy exist.

(4) Units authorized 125% overstrength. PV1 through SSG soldiers may be transferred to a unit authorized 125% overstrength if an overstrength position vacancy exists.

**b. SFC through SGM.** SFC through SGM soldiers may be transferred to a unit only when a position vacancy exists in the applicable MTOE/TDA authorization document. *The unit authorizations for SFC, MSG and SGM cannot be exceeded.*

**c. Transfers and promotions.** When a soldier is on a promotion selection list, or has recently been promoted, between the period of a request for transfer and the issuance of transfer orders, the gaining command will be notified of the soldier's new status. The gaining command will confirm or deny the request for transfer based on the policies in a and b above.

**d. Transfer due to change of residence.** Every effort will be made to assist soldiers who, due to a change in residence, must be transferred to another unit. See chapter 4, section IV and AR 135-91 paragraphs 5-6 and 5-7.

**e. Maximum involuntary travel distance.** See paragraph 5-5, AR 135-91. The maximum distance or time factor may be exceeded with the written concurrence of the soldier concerned.

**5-32. Transfer to the Inactive ARNG**  
See NGR 614-1.

**5-33. Transfer due to unit inactivation or relocation**  
Soldiers whose units are inactivated or relocated will be discharged and transferred to the IRR (or concurrently discharged, as appropriate) or transferred to the ING, if:

**a.** They now live beyond reasonable commuting distance of their unit, unless they agree in writing to waive the distance or travel time.

**b.** There is no other unit in which they can be transferred to within reasonable commuting distance.

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losing and gaining States. It is imperative that the interstate transfer policy be a matter of command information so soldiers become aware of State emphasis on transfer coordination.

**c.** The conditional release (NGB Form 61) or NGB 22-4-R will not be used for transferring ARNG enlisted soldiers between States.

**d.** Interstate transfers are individual personnel actions submitted by soldiers. Overprinted DA Forms 4187 or informal memorandums may be used. (See figure 5-1 at end of this chapter)

5-31e applies  
will delete/review  
5-34

**5-37. Interstate transfer process**

a. Restrictions. Soldiers will not be transferred if they:

- (1) Do not meet retention standards.
- (2) Do not meet height and weight standards of AR 600-9 and/or are not achieving satisfactory results in the weight control program.
- (3) Are within 120 days of ETS at time of request for transfer, unless they decide to reenlist or extend.
- (4) Have 9 or more unexcused absences within the last 12 months.
- (5) Are not certain if they will reside in the State to which they are moving. Soldiers reporting who were not qualified for transfer may be discharged IAW paragraph 8-26t.

b. The restrictions above can be waived if losing State headquarters obtains concurrence from the gaining State headquarters and makes the waivers part of the approved application for transfer.

c. Losing State Headquarters actions

(1) Will telephonically communicate the following reassignment information as well as obtain the same information from the gaining State headquarters.

(a) Gaining unit of assignment, UIC and full address and phone number.

(b) Gaining unit MTOE/TDA paragraph and line number.

(c) Gaining State unit POC and phone number.

(2) SSG and below soldiers may be reassigned within the constraints of the RC Overstrength Policy. SFC and above soldiers require position vacancies in their rank. Soldiers may also be enlisted for subsequent assignment into the ING of the gaining State.

(3) Will provide or receive the following data from the gaining State headquarters POC:

(a) Complete name, rank, ETS of soldier.

(b) New current work and home mailing addresses if known.

(c) Soldier's physical profile serial verifying retention standards have been met.

(d) A waiver statement that the restrictions in paragraph 5-37a above have been waived by the gaining State and the individual who authorized the waiver.

(e) A verbal agreement that the soldier will be accepted for reassignment.

(f) Verification that the soldier has completed IADT or information concerning current scheduling and mandatory time frame in which the soldier must be trained.

(4) The losing State will also:

(a) Counsel the soldier and complete NGB Form 22-5-R Addendum. Part III of the Addendum will be carefully explained to the transferring soldier. This counselling is required before administration of the Oath of Enlistment.

(b) Administer the Oath of Enlistment, NGB 22-5-R, for the gaining State. Provide soldier with copy of the Oath with Addendum and place original in MPRJ. Provide the soldier with a copy of his last DD Form 4, DA Form 2-1, and GPFR-1790 (PQR), and copy of DD Form 2384, Selective Reserve Educational Assistance Program (GI Bill) which are hand carried to the new unit. Once reenlisted the soldier may not attend further training with the losing unit.

(c) Immediately after reenlistment, the losing State will close out the MPRJ, NGB Form 23, DA Form 2-1, effective the day before Oath of Enlistment. Ensure that a properly prepared DD Form 93 and VA Form 29-8286 are filed as the uppermost documents in the permanent section of the MPRJ. Forward all records, e.g., HREC, PFR, Individual Flight Record Folder, Equipment Operator's Qualification Record (Except Aircraft), and Personnel Clothing Records, if applicable, to losing State enlisted personnel manager.

(5) Losing State enlisted personnel manager will:

(a) Review records for accuracy and accountability.

(b) Forward a copy of NGB 22-5-R to SIB.

(c) Make copy (certified) of NGB Form 23 for State files.

(d) Publish transfer orders and make distribution. Transfer orders will be effective the same date as on the NGB Form 22-5-R.

(e) Forward all records via first class mail to the gaining State headquarters, ATTN: Enlisted Personnel Manager. The envelope will be clearly marked as personnel records. Note that personnel records are not authorized to be hand-carried by the individual concerned. The gaining State will

subsequently forward the records to the proper gaining unit records custodian.

(6) PAS will:

(a) Create a departure transaction with an effective date two (2) days prior to the date the NGB Form 22-5-R was signed.

(b) Produce a copy of PQR and notify gaining State by message of transfer. Automated mail (i. e., Dialcom) may also be used.

(c) Specify reporting date in message.

(d) Create a discharge transaction after notification from gaining PAS that accession has been accomplished. The effective date of the discharge is the day prior to the date the NGB Form 22-5-R was signed.

d. Gaining State actions.

(1) PAS. When notified of the imminent transfer, access the soldier as assigned not joined and advise the losing State via message of the accession. The effective date is the date of Oath of Enlistment. Provide State personnel manager with a copy of the departure message.

(2) State enlisted personnel manager will:

(a) Notify gaining unit of the accession providing the reporting date.

(b) Establish a 21 day suspense for receipt of soldier's records.

(3) The gaining unit will appoint a sponsor for the transferred soldier. The sponsor will be responsible for welcoming the new arrival through correspondence and by telephone. Every assistance will be provided to ease the transfer process. Notify the State enlisted personnel manager who will notify the PAS of the soldier's arrival.

e. Failure to report. If the transferred soldier does not report by the established date, an investigation will be conducted by the gaining unit to determine the whereabouts of the soldier. The State personnel manager will be notified of the failure to report. The gaining State will notify the losing State enlisted personnel manager via message; *the National Guard Bureau, ATTN: NGB-ARP-E, will be an information addressee.* The losing State enlisted personnel manager will investigate the status of the absent soldier and report back the findings via message, with NGB as information addressee. The gaining State will discharge and transfer to the IRR, the soldier who has not reported, not later than 90 days after the enlistment date. The authority for discharge will be

paragraph 8-27x, NGR 600-200. The RE Code of 3 will be entered in item 26, NGB Form 22. Discharge will be uncharacterized.

f. If there is no position vacancy for an E7 or above, the gaining State may take action to offer the soldier a voluntary administrative reduction to fill a vacancy at a lower rank. A voluntary administrative reduction at the time of enlistment is not authorized; it will be accomplished only after the soldier arrives in the gaining State.

g. In an unusual situation, where there appears to be insufficient time to accomplish interstate transfer coordination and processing before the soldier departs, the following actions as a minimum will occur:

(1) Losing unit will obtain the soldier's new residence and work addresses, phone numbers, and the date of arrival at the new location. This information will be transmitted telephonically to the gaining State's interstate transfer POC for use in assisting soldier in obtaining an assignment.

(2) Soldier will be given phone number and name of the gaining State headquarters interstate transfer POC; a copy of the last DD Form 4 (extension) and DA Form 4836 (Oath of Extension of Enlistment or Reenlistment), if applicable; DA Form 2-1, and GPFR-1790 (PQR).

(3) Soldier will be instructed to telephone the POC within 30 days of arrival in the new State.

(4) Losing unit will advise the soldier that a tentative assignment will be arranged with the gaining State while in transit to the new State.

(5) Give the soldier constructive attendance credit at training assemblies, without pay, until the earlier of the following occurs:

(a) Discharge (which will occur 90 days after the soldier's departure to the new residence).

(b) Reassignment.

(c) Return to the losing unit.

h. A soldier who moves without knowing exactly where he or she will settle should be given the documents in g(2) above and a DA Form 4651-R (Request for Reserve Component Assignment or Attachment); see back of "RC Update" publication for a copy of this form.

(1) The losing commander will authorize release of the soldier and include an expiration date of the release authorization in the remarks block of the form. The expiration date will not exceed 90 days. When an ARNG soldier arrives at an ARNG unit

with these documents, enlistment is authorized if prior to the expiration date. If after the expiration date, gaining State should contact the losing State to determine if the soldier has been discharged and transferred to the IRR. Gaining State will request that the losing State transfer records and publish transfer orders after enlisting the soldier.

(2) The gaining unit will administer the Oath of Enlistment, NGB Form 22-5-R, and forward it to the gaining State enlisted personnel manager, who will provide a copy to the gaining State PAS.

(3) Within 5 days of receipt of the NGB Form 22-5-R, the gaining SIDPERS will access the soldier and notify the losing PAS by message. A copy of the NGB Form 22-5-R will be forwarded to the losing State. The losing State PAS will provide the notification of accession message to the losing State enlisted personnel manager. The losing State enlisted personnel manager will publish the transfer order and request the soldier's record. On receipt of the records, they will be reviewed and sent to the gaining State. Records should be received by the gaining State within 21 days from the date of the notification of accession message. The losing State will forward a copy of the POR via DIALCOM or FAX upon request of the gaining State. The losing State PAS will delete the soldier from their data base upon receipt of the transfer order.

(4) If a soldier moves to another State without a coordinated interstate transfer, and reports to an ARNG unit and cannot be assigned, the unit will assist the soldier in joining another RC unit. The soldier's former State will be notified of the soldier's new address. The soldier's losing State will be notified of the option elected and the soldier's new address. If the soldier elects to locate another RC unit, the losing State will assist soldier.

#### 5-38. Transfer between the ARNG and USAR

See AR 140-10, chapter 5, section II, and chapter 8, this regulation.

#### 5-39. Enlistment in the Active Army or a US Armed Force other than the Army

See AR 601-210, section VIII, chapter 5, and paragraph 5-46, this regulation, for procedures and

criteria. Enlistment into the DEP of any US Armed Force by a ARNG soldier is not authorized.

### Section VII Attachments

#### 5-40. Policy

ARNG soldiers are expected to train with unit of assignment. When this is not feasible, they may be authorized to train with other units in an attached status.

#### 5-41. Authority

a. State AG's are authorized to attach soldiers to other units within their jurisdiction. This authority may be delegated to the battalion command level.

b. A soldier may be attached across State boundaries when agreed upon by the State AG's concerned.

c. Female soldiers will not be attached to closed units/positions after 1 Oct 88 except when they are:

(1) STARC augmenters and/or,

(2) Full-time college students attached during school terms, where the distance to parent unit for drills is impractical.

(3) Female soldiers will attend AT with their parent unit of assignment.

#### 5-42. Responsibility

a. The commander of the unit of attachment is responsible for administration, training, and/or pay unless stated differently in the attachment order.

b. The soldier's MPRJ will be forwarded to the unit of attachment for maintenance whenever the attachment is for administration.

c. The soldier's PFR (DA Form 3716) will be forwarded to the unit of attachment for maintenance whenever the attachment is for pay.

#### 5-43. Orders

Attachment orders will cite whether the attachment is for administration, training, and/or pay and the period of attachment, if known. In all cases, the effective date of the attachment must be at least 1 day later than the date the soldier joined the assigned unit.

**5-44. Period of attachment**

a. Period of attachment is restricted to one year except for the following categories whose periods of attachment may be longer than 1 year or until ETS

(1) Support personnel (e. g., administrative personnel, cooks)

(2) Candidates, faculty and support personnel (to include cooks) attached for pay and administration to State military academy programs.

b. Students attending college level institutions may be attached to other units during the academic year. Students attending institutions or State military academies outside the parent State may be attached to units of another State, with the concurrence of the State AGs concerned. Attachments outside the parent State will not include attachment for pay.

c. Strength accountability will be in accordance with current SIDPERS directives.

**5-45. Disposition of attached soldiers**

a. When the soldier's unit of assignment is ordered to active duty, the soldier will be relieved from attached status and returned to the unit of assignment.

b. See NGR 600-5 for policy concerning AGR soldiers.

**Section VIII**

**Enlistment in the Active Army, another US Armed Force; voluntary Active Duty**

**5-46. Enlistment in the Active Army or another US Armed Force**

ARNG soldiers who desire to enlist in the Active Army or another US Armed Force (Active or Reserve Component) (does not include DEP of a US Armed Force), may do so if:

a. They have successfully completed and been properly separated from IADT, if applicable, and have been awarded a MOS.

b. Have served for a period of at least six months after award of MOS or completion of IADT. The State AG may waive the six month requirement.

c. The ARNG unit commander has approved clearance and discharge of the soldiers from the

ARNG by completing DD Form 368 (Request for Discharge or Clearance from Reserve Components). The approved DD Form 368 must be in the possession of the recruiting activity before enlistment.

d. They have not been alerted for mobilization, either Federal or State.

e. They are not currently serving on active duty for training (ADT), special active duty for training (SADT), annual training (AT), active duty support (ADS), or Active Guard Reserve (AGR). Processing these persons, including submission of the DD Form 368, will not commence until they have been released from ADT, SADT, AT, ADS, or AGR.

f. A conditional release authorizing an ARNG soldier to enlist in the DEP of any US Armed Force is not authorized. Exceptions to this policy require NGB-ARP-E approval.

g. Upon notification that the soldiers have enlisted or been appointed in the Active Army or other US Armed Force, the unit commander will forward requests to have soldiers concurrently discharged to the State AG. Upon receipt of the discharge orders, the unit commander will forward the MPRJ and related documents to the State MILPO. The State MILPO will take action in accordance with AR 640-10 to forward soldier's MPRJ to USAEREC. A copy of latest active duty DD Form 4, as well as other requirements of AR 640-10, must be included in MPRJ forwarded to USAEREC. While clearances (DD Form 368) are being processed, the soldiers are required to attend all unit training until actually enlisted in the new component.

h. Soldiers provided a conditional release to enlist in the USAR (unit assignment) will be discharged concurrently. Format 500, NGR 310-10 will be used and the USAR unit into which the soldier is enlisting will be indicated in the additional instructions of the orders.

**5-47. Voluntary extended active duty**

ARNG soldiers may, with their consent, and that of the Governor or the appropriate authority of the State, be ordered to active duty in the Reserve of the Army. This does not include the order of soldiers to IADT covered in chapter 4.

a. Procedures for submission of application, selection, and the issuance of orders are prescribed in AR 135-210.

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b. A soldier who is ordered to full-time active duty as a member of the ARNGUS (Reserve of the Army) for a period in excess of six months will be transferred to and assigned as excess to HQs, STARC.

(1) In no case will the soldier be included in the strength of the Active or Inactive ARNG (NGR 680-1).

(2) Upon release from active duty, the soldier may continue to be carried in excess status for a period of six months. Upon termination of the six month period subsequent to release from active duty, a soldier who has not been assigned to a MTOE or TDA vacancy, or assigned as over-strength, will be transferred to the ING or discharged in accordance with chapter 8.

c. Soldiers entering active duty under the provisions of AR 135-210 will not be under the control of the State for the purposes of promotion and reduction.



### INTERSTATE TRANSFER

(Interstate transfers are only for soldiers certain they will be settling in the State to which relocating. Even though they may not be eligible for interstate transfer processing, they will be given documents to assist them in joining an RC unit within 90 days of departure from their unit)

The following overlay comments are provided for use on DA Form 4187 or informal memorandum that a soldier may submit for consideration:

1. I will to relocate on or about \_\_\_\_\_  
(date)
2. The following information pertaining to my move is provided:

Name:

SSN:

Grade:

Critical skill:

Bonus:

PMOS:

Current unit of assignment and address:

Current home address and phone number:

New home address (if not known, city and state):

Former employer, address, telephone number:

New employer, address, telephone number:

Additional explanatory remarks:

Figure 5-1

